

Civil Service

General Overview

Article XI, Section 5 of the Michigan Constitution established the classified civil service and the Civil Service Commission. The Civil Service Commission is a bipartisan, four-member body, appointed by the Governor. The Commission appoints a State Personnel Director to implement its decisions through the Department of Civil Service.

The Department examines candidates for State jobs on the basis of merit, efficiency, and fitness. It classifies all positions in the classified civil service, and establishes rates of pay for all these positions. One of the Department's responsibilities is to maintain a trained corps of career workers who perform the work of State government regardless of changes in political leadership. The State civil service merit system is provided for in Article XI, Section 5 of the State Constitution of 1963.

The provisions of the State Constitution of 1963 define the State civil service as "all positions in the state service except those filled by popular election, heads of principal departments, members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making. The civil service commission may exempt three additional positions of a policy-making nature within each principal department."

Major Divisions and Programs

Human Resource Services. Agency Service Teams from each State department provide customized services to meet all State human resource needs.

Employment Relations Board. This board reviews and adjudicates appeals of decisions involving personnel and labor relations issues and resolves disputes between the State and employee organizations. The board also conducts annual coordinated pay hearings for nonexclusively represented employees.

Human Resource Training and Development. This division provides services and training for State agencies and their employees to promote customer service awareness, performance competence, and personnel development.

Bureau of Compliance and Internal Audit. The Bureau oversees the Internal Audit and the Office of Compliance. Internal Audit provides advice on standards and requirements and maintains internal, accounting, and administrative control procedures. The Office of Compliance monitors and reviews agency human resource office activities relative to personnel and payroll transactions involving classified employees and contracted services.